



DISTRICT SECRETARY Job Description & Responsibilities

Responsibilities

Rule 9 states: "There shall be six Districts of the Association ... each holding at least three meetings yearly. The first of the three shall be the Annual District Meeting at which shall be elected four Honorary Officers. These shall be District Master, Deputy District Master, and either a) District Secretary and District Treasurer (two persons) or b) District Secretary and Treasurer (one person) and one representative to serve on the Executive Committee. All District officers shall be at least 18 years of age. The General Secretary shall be notified, in writing, of these appointments immediately."

Rule 11 states: "The District Secretaries shall arrange District Meetings and carry out decisions thereof, and record the Minutes."

District Officers are members of the Executive Committee and are expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Executive Committee are charity trustees under the Charity Act.

The Role

Whilst the role may vary slightly from District to District, the main tasks are as follows:

- To advise the Association General Secretary of any changes in District Officers following the ADM in January
- To arrange meetings and practices within the District
- To take minutes at District Meetings
- To arrange (with other District Officers) the District Programme
- Advertise District events in the Ringing World
- Distribute Association Newsletters, Annual Reports etc
- To arrange such Association events that are to be held in that District i.e. Striking Competition Finals, AGM ringing etc
- To report on District activity at the Executive Committee Meetings
- Encourage membership of the Association and the achievement of its aims and objectives.